

Constitution of the Panhellenic Council at Houston Baptist University

Article I. Name

The name of this organization shall be the Panhellenic Council at Houston Baptist University.

Article II. Objectives

The objective of the Panhellenic Council shall be to develop and maintain fraternity life and the inter-fraternity relations at a high level of accomplishment and in doing so:

- A. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- B. Promote superior scholarship as basic to intellectual achievement.
- C. Cooperate with member fraternities and the university administration in concern for and maintenance of high social and moral standards.
- D. Act in accordance with the National Panhellenic Conference UNANIMOUS AGREEMENTS and policies.
- E. Act in accordance with such rules established by Panhellenic Council as to not violate the sovereignty, rights, and privileges of member fraternities.

Article III. Membership

The Panhellenic Council will not deny membership on any basis prohibited by law, including but not limited to race, color, national origin, age, religion, disability, veteran's status, or sexual orientation. However, the Panhellenic Council is closed to women's fraternities and sororities only. There shall be three classes of membership: Regular, Provisional, and Associate, each defined as followed:

- A. The regular membership of the Panhellenic Council shall be composed of all chapters in good standing of National Panhellenic Conference fraternities at HBU.
- B. The provisional membership of the Panhellenic Council shall be composed of all chapters in good standing of National Panhellenic Conference colonies at HBU.
- C. The associate membership of the Panhellenic Council shall be composed of all chapters in good standing of the non-National Panhellenic Conference groups at HBU and who abide by the following:
 - a. Adhere to all components of the PHC Constitution (i.e. Academics, dues, fines, etc.). The only exclusion to Associate membership is following the Panhellenic Council Recruitment Rules.
 - b. Associate members have a voice and a vote on issues that directly affect them (i.e. programming, non-National Panhellenic Conference group expansion, electing officers, etc.)

Article IV. Executive Board

The administrative body of the Panhellenic Council shall be the Panhellenic Executive Board. The Executive Board shall serve as officers of the Panhellenic Council and shall have such powers as are prescribed in the Bylaws of the Panhellenic Council at HBU. They shall oversee all

business related to the overall welfare of the Panhellenic Council including recruitment (which do not violate the sovereignty, rights, and privileges of member chapters).

- A. The officers of the Panhellenic Council at HBU shall be: President, Vice President of Programming, Vice President of Recruitment and Public Relations, and Vice President of Administration.
- B. The officers shall be from chapters holding regular membership in the Panhellenic Council. Delegates from chapters holding associate membership shall not be eligible to hold an elected office.
- C. The officers shall serve for a term of one year, January 1 to December 31, to begin no later than the first Panhellenic Council meeting in the spring semester.
- D. Executive meeting of the Panhellenic Council shall be held at a time and place established at the beginning of each college term.
- E. Any elected officer failing to perform her duties as outlined or maintain a HBU cumulative GPA of a 2.5 shall resign or be removed by the current advisors and executive board and a successor shall be designated by the Executive Board.
- F. Any misuse of Panhellenic Council funds will result in removal of office immediately.
- G. Officers shall not be members of their respective chapter's executive board.
- H. An Executive Officer should notify the Panhellenic President or Advisor at least 24 hours prior to the executive board and general assembly meeting time, if that person cannot attend the meeting. Three (3) tardies to an executive board or general assembly meeting will result in one (1) absence. One (1) absence will result in that member losing their vote in the next issue. Three (3) absences will result in going before the Panhellenic President and Advisor.

Article V. Panhellenic Council

- A. Membership. The Panhellenic Council shall be made up of the Executive Board and one senior delegate and one junior delegate from each Regular, Provisional, and Associate member group at HBU.
- B. Selection
 - a. Delegates to the Panhellenic Council shall be selected by their respective chapters to serve for one year term.
 - b. The elected officer shall be selected by the procedures outline in the Panhellenic Bylaws Article II.
- C. Vacancies
 - a. When a delegate vacancy occurs it shall be the responsibility of the chapter concerned to select a replacement within two weeks and to notify the VP Administration of such changes. When a meeting of the Panhellenic Council occurs while a vacancy exists the chapter must send an alternate to fulfill her duties.
 - b. When an elected officer vacancy occurs the Executive Board shall appoint a successor based on a nomination and majority approval vote.
- D. Officers. The elected officer of the Panhellenic Council shall serve as the Executive Board and shall have such powers and duties as prescribed in the bylaws of the Panhellenic Council.
- E. Meetings

- a. Regular meetings of the Panhellenic Council, known as General Assembly, shall be held at a time and place established by the Panhellenic Advisor at the beginning of each semester.
 - b. A special meeting of the Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of any member delegate of the Panhellenic Council.
- F. Quorum. Two Thirds (2/3) of the member chapters shall constitute a quorum for transaction of business.
- G. Voting
 - a. The voting members of the Panhellenic Council shall be the Senior delegate from each member group and the Executive Board. If the Senior delegate is absent then the vote may be cast by an alternate providing that her credentials have been presented to the Panhellenic President in writing 24 hours prior to the meeting.
 - b. Two-thirds of the voting members of the Panhellenic Council shall be required to establish membership recruitment rules, to approve total chapter size, to set the date for recruitment, and to open for extension. A majority vote shall be required to carry all other questions.
 - c. Any tie that occurs shall be broken by one collective vote cast by the Panhellenic Executive Board. If there is still a tie, the Advisor will have the decision.

Article VI. Panhellenic Advisor

- A. The university administration at Houston Baptist University shall appoint the Panhellenic Advisor.
- B. The advisor shall serve in advisory capacity to the Panhellenic Council.

Article VII. Standing Committees

- A. The executive Board of the Panhellenic Council shall appoint standing committees to carry out the work of the Panhellenic Council.
- B. Such Standing Committees will serve during the tenure of the Board that appointed them.

Article VIII. Unanimous Agreements and Policies

- A. All members of the Panhellenic Council at HBU shall act in accordance with fundamental Panhellenic policies established by the National Panhellenic Conference Unanimous Agreements and Resolutions.
- B. All Panhellenic Council Rules shall be in harmony with the HBU Student Code of Conduct, that National Panhellenic Conference, and federal, state, or local laws which govern the University.
- C. The Panhellenic Constitution, Bylaws, and Recruitment Rules are all official documents of the Panhellenic Council. All member chapters must follow guidelines, policies, procedure, and obligations outlined in accordance to these documents. The only exemption is that Associate member groups are not required to follow the Panhellenic Council Recruitment Rules.

Article IX. Violations

- A. Violations of any regulations of this constitution or its related bylaws, or recruitment rules, or concerning matters other than recruitment, of that National Panhellenic Conference Unanimous

Agreements shall be occasion for penalties established by the Panhellenic Council in conformity with those recommended by the National Panhellenic Conference.

- B. Any dispute growing out of a violation of the Panhellenic Council Rules and regulations shall be adjudicated through the procedures set forth in Article IV of the Panhellenic Bylaws.
- C. All member chapters must abide by university, headquarters, state, federal, and city rules and regulations.

Article X. Amendments

- A. This Constitution may be amended by two-thirds (2/3) vote of the voting members of the Panhellenic Council, provided notice has been given to the Executive Board in writing one week before the proposed amendments are to be voted on.

By laws of the Panhellenic Council

Article 1. Finance

- A. Fiscal Year. The fiscal year of the Panhellenic Council shall be from January 1 to December 31.
- B. Contracts. The signature of the President and agreed upon by the VP Administration and the Panhellenic Advisor shall be required to bind the Panhellenic Council.
- C. Checks. All checks issued on behalf of the Panhellenic Council shall be agreed upon by the executive board and Panhellenic Advisor.
- D. Payments. All payments due to the Panhellenic Council shall be given to the VP Administration, who shall record them. Checks for payments shall be made payable to Houston Baptist University with Panhellenic Council in the notes.
- E. Should the Panhellenic Council cease to exist at HBU, all funds will revert to the general Greek Life Budget to be used for programming for the Greek Community.
- F. Membership Dues
 - a. Amount. The dues of each Panhellenic Council member chapter shall be an assessment per active chapter. The dues shall be \$40 per active chapter.
 - b. Time of payment. The dues of each Panhellenic Council regular, provisional, and associate member shall be payable by a date and time set by the Executive Board.
 - c. Failure to pay dues by the deadline shall result in a ten (10) dollar additional weekly fee until dues are paid. Any chapter that fails to pay dues within 30 days can face the following: not being represented in recruitment publications, not being able to participate in Panhellenic events and functions, and/or other privileges revoked by the executive board.
- G. Chapter Membership Fines
 - a. Chapter Rosters/Grade Releases shall be filed with the Panhellenic Advisor two weeks after requested. There will be a \$10 late fine for each week they are late.
 - b. Chapters are responsible for paying fines accrued by their delegate.
 - c. The Executive Officers and Chairs are individually responsible for the fines that they accrue.
 - d. Excused absences include illness, family emergencies, and anything else deemed appropriate by the Panhellenic Executive Board.

- e. All payments will be presented to the VP Administration, President, or Panhellenic Advisor at the beginning of the Panhellenic meetings.
- f. A service charge of \$25 dollars will be added to all returned checks, personal or chapter.

Article II Selection of Officers

- A. The elected officers of the Panhellenic Council (Executive Board) shall be the President, Vice President of Programming, Vice President of Recruitment and Public Relations, and Vice President of Administration.
- B. The President must have served on the Panhellenic Council for at least one year.
- C. All Panhellenic Executive Officers must be in good standing with their respective chapters and Panhellenic Council; having fulfilled all financial obligations and achieved an HBU cumulative GPA of at least a 2.5. Each elected officer must be a member of a National Panhellenic Conference chapter.
- D. Slating Process
 - a. An application is to be completed and returned by the date set by the Panhellenic Executive Board.
 - b. A slating committee is established.
 - i. The committee shall be composed of the Panhellenic Advisor, any out-going officers that are not seeking an elected position in the Panhellenic Council, and any other professional staff that may be selected to assist.
 - ii. The committee shall interview each qualified candidate and propose a slate to the Panhellenic Council.
 - iii. The Panhellenic Council shall vote on the proposed slate.
- E. Voting
 - a. Each senior delegate shall have one vote.
 - b. Each outgoing Panhellenic Executive Officer shall have one vote.
 - c. Should the slate not be passed as a whole, nominations will be taken from the floor and voting will take place for each office.
 - d. In case of a tie, the Nominating Committee shall have one vote.

Article III. Officer Duties

- A. All officers shall
 - a. Attend all retreats and conferences mandated by the Panhellenic Council.
 - b. Sign an officer agreement stating that they understand and will perform their duties as outlined in the Panhellenic Council bylaws.
 - c. Perform other duties as necessary as a member of the Panhellenic Executive Board.
- B. The President shall:
 - a. Have overall responsibility for the operation of the Panhellenic Council.
 - b. Call and preside at all regular and special meetings of the Panhellenic Council.
 - c. Serve as ex-officio of all Panhellenic Council committees.
 - d. Report as required to the National Panhellenic Conference Area Advisor.
 - e. Maintain a complete and up to date President file which shall include a copy of the current Panhellenic Council Constitution, Bylaws, Recruitment Rules, budget, and Current NPC Manual of Information and related materials, current correspondence and

- materials received from the NPC Area Advisor; copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.
 - f. Perform all other duties usually pertaining to this office.
 - g. Attend all campus affairs representing the Panhellenic Council.
 - h. Attend weekly meeting with the Panhellenic Advisor.
- C. The Vice President of Programming shall:
- a. Perform the duties of the President in her absence, inability to serve, or at her call.
 - b. Serve as Chairman of the Judicial Board.
 - c. Oversee standing committees of the Panhellenic Council as appointed by the President.
 - d. Plan and implement Officer Training and Transition.
 - e. Plan and implement all Panhellenic Events.
 - f. Perform all other duties as assigned.
- D. The Vice President of Membership and Public Relations shall:
- a. Serve as Chairman of the Recruitment Committee.
 - b. Plan, coordinate, and direct formal and informal recruitment periods.
 - c. Aid in the selection and training of the Recruitment Counselors.
 - d. Plan, coordinate and direct Recruitment Counselor activities.
 - e. Develop all publicity for Panhellenic Council events.
 - f. Aid in the development of publicity for Greek Life events in conjunction with the fraternity Council.
 - g. Serve as the official liaison to the fraternity council, Student Government Association, and Student Programming Board.
 - h. Perform all other duties as assigned.
- E. The Vice President of Administration shall:
- a. Keep an up to date roll call of the members of the Panhellenic Council as meetings.
 - b. Keep full minutes of all meeting of the Panhellenic Council and actions taken by the Executive Board. Submit copies of those minutes to the NPC Area Advisor, Chapter Advisors, and Chapter Presidents.
 - c. Be responsible for the official correspondence of the Panhellenic Council.
 - d. Develop effective means of communication with chapters and delegates.
 - e. Be responsible for the general supervision of the finances of the Panhellenic Council.
 - f. Receive all payments due to Panhellenic Council, collect all dues and give receipts.
 - g. Be responsible for the payment of all bills of the Panhellenic Council.
 - h. Maintain up to date financial records and give a financial report when asked by the president.
 - i. Perform other duties as assigned.

Article IV. Judicial Board

- A. The purpose of the Judicial Board shall be to:
- a. Hold member groups accountable for the constitution and bylaws of the HBU Panhellenic Community.
 - b. Hold member groups accountable for the UNANIMOUS AGREEMENTS, NPC Resolutions, Policies and Procedures, and Standing Rules.
 - c. Hold member groups accountable for University policies.

- d. Hold member groups accountable for the HBU Panhellenic Recruitment Rules.
 - e. Educate member chapters and individual members of the Panhellenic Community about the relevance and importance of the policies and procedures of the Panhellenic Community.
 - f. Assert the capability of the Panhellenic Community to self-govern.
 - g. To reach fair and unbiased decisions through peer lead procedures.
- B. Composition of the Judicial Board
- a. The Judicial Board shall consist of the Judicial Board Chairman, the senior delegate and junior delegate of each chapter, and the Panhellenic Advisor.
 - b. The Judicial Board Chairman will have a voice but no vote.
 - c. The Judicial Board Chairman and all the delegates will act in a fair and unbiased manner.
- C. Duties of the Judicial Board Members
- a. Attend scheduled training sessions.
 - b. Attend Judicial Board meetings.
 - c. Represent to the best of her ability the Panhellenic community ideals.
- D. Procedures for Handling Violations of the Constitution
- a. Should the occasion arise that a violation of the Panhellenic Constitution and Bylaws, NPC Unanimous Agreements and Resolutions, University Policies, or Panhellenic Recruitment Rules is thought to have occurred, a Violation Report Form shall be completed and filed with the Panhellenic President, Vice President of Programming, and Judicial or Advisor within 30 days of the alleged violation.
 - b. If the accusers are affiliated with a member group of the Panhellenic Community, they will have the President of their Chapter, Panhellenic President, PHC Officers in charge of recruitment (only if a recruitment violation), Recruitment Counselor (only if a recruitment violation), Potential New Member, or the Panhellenic Advisor fill out the violation report form.
 - c. If the accusers are not affiliated with a member group of the Panhellenic community, then they shall report the alleged violation to the President of a Chapter, Panhellenic President, PHC Officers in charge of recruitment (only if a recruitment violation), Recruitment Counselor (only if a recruitment violation), Potential New Member, or the Panhellenic Advisor, who shall then complete the violation report form.
 - d. The Panhellenic Executive Board will review the violation report form with the Advisor to ensure it is filled out completely.
 - e. If the Panhellenic Executive Board and Advisor decide that there is not enough weight to the allegation, then judicial proceeding shall not occur, and record of the violation report form may not be used in any subsequent hearings as evidence of prior violations.
 - f. If the President and Advisor finds that there is enough weight to the allegations, a recommendation shall be made that the President proceed with the Judicial Process.
 - g. If a recommendation is made by the President and Advisor to proceed with the Judicial Process, the President shall then hold mediation with the following parties present:
 - i. Panhellenic President
 - ii. Panhellenic Advisor
 - iii. The President and involved officers/members of each chapter involved and a Chapter Advisor, if so desired

- iv. Vice President of Membership, if it is a Recruitment Violation
- h. A successful mediation shall preserve confidentiality, settle differences without the formal process of a hearing, and provide a solution acceptable to all involved parties without involving multiple witnesses or time-consuming discussions. The mediation guidelines are as follows:
 - i. The date, time, and location of the mediation shall be mutually convenient for all concerned parties.
 - ii. A time limit of no longer than an hour shall be set and adhered to.
 - iii. Pertinent materials shall be provided for everyone present, including copies of the violation report form.
 - iv. The problem shall be identified before any discussion takes place.
 - v. Each involved party shall be provided ample time to explain her position.
 - vi. All possible solutions shall be explored and discussed.
 - vii. A fair, reasonable, specific, and achievable course of action shall be decided upon, if possible.
 - viii. The mediation proceeding shall remain confidential, and all members present should agree to this at the beginning of the mediation.
 - ix. Before the close of the meeting, it should be ensured that all involved parties know and understand the results of the mediation.
 - x. Written minutes of the mediation proceeding should be kept by the Panhellenic Advisor.
 - xi. If, through mediation a resolution is achieved which is acceptable to all parties present, the appropriate forms found in the NPC manual of Information shall be filled out and signed by all members present and kept in a confidential file for a minimum of seven years.
 - xii. It shall be the duty of the President to type and provide copies of the outcome of the mediation to all concerned parties, as well as the Panhellenic Advisor, and to keep record of the outcome on file.
 - xiii. All parties involved in the mediation process shall be respected, and all information regarding the mediation shall remain confidential.

Article V. Standing Committees

- A. The Executive Board of the Panhellenic Council shall appoint standing committees to carry out the work of the Panhellenic Council.
- B. Such standing committees will serve during the tenure of the Board that appointed them.

Article VI. Total Chapter Size

- A. The total chapter size is the allowable chapter size as determined by the Panhellenic Council at HBU.
 - a. Total chapter size allowable, which includes both new members and initiated members, will be determined and agreed upon by the Panhellenic Council each semester after the recruitment period.
 - b. Each chapter is entitled to pledge to Quota anytime during the year, even if by doing so, the allowable total chapter size is exceeded and the formal recruitment period is over.

- c. Vacancies in Chapter Total that result when a member withdraws or is suspended from her chapter affiliation, or is officially granted inactive status, transfers, graduates, or drops out of college can only be refilled if the chapter is below total.

Article VII. Hazing

- A. All forms of hazing pledge day and/or pre-initiation activities, which are defined as hazing shall be banned.
 - a. Hazing is defined as any action or situation with or without consent which recklessly, intentionally or unintentionally endangers the mental physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment, or ridicule or which willfully destroys or removed public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in a chapter or colony of an NPC member fraternity.
 - b. Such activities and situations include, but are not limited to creation of excessive fatigue, physical and psychological shock, wearing publicly apparel which is conspicuous and not normally in good taste, engaging in public stunts and jokes, participating in treasure or scavenger hunts, morally degrading or humiliating games and activities, late night sessions which interfere with scholastic activities or normal sleep patterns, and any other activities which are not consistent with fraternal law, ritual, or the regulation and policies of the member fraternity or educational institution.

Article VIII. Extension and Expansion

- A. Extension: The addition of a National Panhellenic Conference chapter to the Panhellenic Council.
 - a. A three-fourth (3/4) majority vote of regular and provisional members shall be required to go through the extension process.
 - b. Consideration should be given to NPC chapters that previously had chapters on campus and to those NPC chapters which have filed letters expressing an interest in the campus.
 - c. The Panhellenic Council shall follow all NPC Extension Guidelines.
- B. Expansion: The addition of a non-Panhellenic Conference chapter as an association member to the Panhellenic Council.
 - a. A three-fourths (3/4) majority vote shall be required to accept Associate Members to the Panhellenic Council.

Article IX. Rules of Order

- A. The Panhellenic Council shall be governed by Robert's Rules of Order Newly Revised, except in matters specifically provided for in the Bylaws and Standing Rules.

Article X. Amendments

- A. They bylaws maybe amended by three-fourths (3/4) majority vote of the voting members of the Panhellenic Council, provided notice of the proposed amendments has been given (in writing) at the preceding General Assembly.
- B. All amendments to the constitution and bylaws take effect only after the approval is given by the Panhellenic Advisor.

Recruitment Bylaws of the Panhellenic Council

Article 1. Purpose

- A. The emphasis of all Membership Recruitment functions should be the interactions between chapter members and potential members rather than elaborate decorations, entertainment, or atmosphere.

Article II. Authority

- A. All university regulations supersede individual chapter regulations.
- B. All chapter must adhere to all NPC Unanimous Agreements/Rules concerning formal and informal Membership Recruitment.
- C. All members (including alumni and new members) are responsible for knowing and observing recruitment rules.

Article II. Eligibility

- A. A woman is eligible to participate in Membership Recruitment if she:
 - a. Is accepted to attend and is in good standing with Houston Baptist University as a regular undergraduate student and is not on probation or admitted in a provisional status.
 - b. Is currently enrolled in twelve (12) semester credit hours.
 - c. Has never been an initiated member of any NPC group.
 - d. Has not pledged an NPC group on campus within the last calendar year.
 - e. Has achieved a 2.5 high school or cumulative college GPA. (The college GPA will be used if the student has 12 or more college hours not including dual credit.)

Article IV. Disaffiliation

- A. For Rho Gammas and Panhellenic Council Executive Officers:
 - a. Disaffiliation begins on June 1 and will continue through the end of Bid Day.
 - b. There will be two (2) Rho Gammas from each NPC chapter.
 - c. No contact with any chapter member during the Formal Recruitment Process.
 - d. May not attend any chapter meetings, workshops or programs.
 - e. Rho Gammas and Panhellenic Council Executive Officers may not participate in any phase of chapter recruitment. This includes recruitment preparation, actual events, playing a part in events including reading, and attending any “membership” sessions or discussions.
 - f. Rho Gammas may not be questioned by their chapters about potential members. They must give recruitment chairs no information concerning what events potential new members are attending, or what sororities are of interest to the potential new members.
 - g. May not have any stickers on vehicles, no key chains, wallets, book bags, jewelry, or attire with chapter letters or symbols alluding to chapter affiliation.
 - h. Affiliation must be removed from all social media accounts or hidden all together.

- B. For chapter members and affiliates
 - a. Anyone not initiated in a chapter is considered a potential new member.
 - b. May wear letters on campus
 - c. May talk about Greek Life in a general manner with a positive “Go Greek” attitude. Members may only discuss the sorority that they are a part of.
 - d. All chapter members must delete any item in reference to a Panhellenic Council Executive Officer and Rho Gammas on social network sites.
 - e. Chapter must update their websites and delete names and pictures of any Panhellenic Council Executive Officer and Rho Gamma.
- C. For Potential New Members
 - a. No chapter member any guarantee you receiving a bid. This includes the chapter president, recruitment chair or alumnae, or advisor. The entire chapter decides on bid selection.
 - b. No chapter member may talk with you at the conclusion of the Preference event until the time of bid celebration.
- D. For Orientation Leaders
 - a. If participating in orientation, Greek individuals working these events are not allowed to make oral or written bids, or invite students to any recruitment activities. If a student inquired about Greek Life, they can be directed to the Student Involvement Office to learn about Greek Life and recruitment.
 - b. During Orientation, Leaders may not have or wear key chains, wallets, book bags, jewelry, or attire with chapter letters or symbols that reveal their affiliation on social media.

Article V. Silence and Strict Silence

- A. Silence is the period of time in which normal social contact and conversation shall be allowed between chapter members and potential members, conversations should be centered on an “all sorority spirit, with a ‘GO GREEK’” attitude. Silence starts the last day of classes in the spring semester and runs through the last recruitment event.
- B. There shall be no derogatory statements said about another sorority at ANY time during Member Recruitment Process (in conversation, video/slide shows, songs, etc.) or Silence Period. This includes telling potential members that another sorority is sanctioned, on probation, or any of its history.
- C. Strict Silence is the period in which there will be no conversation or contact between chapter members and potential members. Strict Silence begins at the end of the last open house a chapter hosts and ends at the beginning of Bid Day activities.
- D. Potential members may not accept anything from chapter members during the period of silence/strict silence. This includes leaving recruitment parties with any sort of item. Nor may chapter members accept anything from potential members during the period of silence/strict silence.
- E. Chapter members cannot give an oral or written bid, not communicate in any manner that may imply the promise of a bid during the period of silence through the conclusion of bid signing.

- F. Chapter members and alumni may not visit any potential new member at her place of residence during silence. Nor is a potential new member permitted to enter the place of residence of a chapter member.
- G. Chapter members are to follow the ratio of one potential new member to three chapter members (1:3) in social situations.
- H. Chapter members may not initiate communication or interactions with the potential new member. If they are approached they are permitted to be polite and engage with the potential new member, but conversation should not revolve around recruitment.
- I. No collegiate members are to be present at the location of Membership Recruitment Acceptance Agreement signing or Bid Matching.
- J. Only Rho Gammas and Panhellenic Executive Officers may be present for Bid Acceptance prior to Bid Day celebrations.

Article VI. Recruitment Tables

- A. Only Panhellenic Executive Board Members, Rho Gammas, and Assigned chapter members will be allowed to work the Recruitment Table during the designated times.
- B. Each shift must include at least one (1) PHC executive officer.
- C. Chapter members not working the recruitment tables must not loiter within 5 feet of the Recruitment table unless bringing a potential member to the table for more information.

Article VII. Dry Recruitment

- A. During recruitment (and until initiation) alcohol is not permitted by the chapter members and potential new members.
- B. At no time are illegal substances permitted to be used by chapter members and potential new members.
- C. If noncompliance occurs then the chapter member or potential member who violated this policy will be removed from recruitment immediately.

Article IX. Panhellenic Pre-Recruitment Events (Open House)

- A. The Panhellenic Council will host one (1) Open House event prior to the start of Fall Recruitment.
- B. The Panhellenic Council will open each event with a brief orientation about Fall Recruitment.
- C. All current chapter members are expected to attend unless they have class.
- D. Open Houses will be a “no frill” event.
 - a. “Frills” are defines as the use of elevated stage, floor coverings, wall coverings, balloons, tape, glitter, confetti, candles, streamers, skirts, banners, and food and/or drinks. No flowers of any kind, even if donated or sent by alumnae or parents.

Article X. Recruitment Events

- A. The Panhellenic Council will determine the order and length of the Recruitment events.
- B. No Chapter may have events with potential members during the time that another chapter has a scheduled event.
- C. All chapter event details must be submitted to the Panhellenic Council two (2) weeks prior to the beginning of recruitment.

- D. All potential members must sign up online before Open House begins in order to attend recruitment events.
- E. Scholastic requirements and financial obligations for membership must be provided at one event of the chapters choosing during recruitment.
- F. If slide shows are used, pictures should focus on sisterhood and should not have alcohol or men.
- G. Only chapter members whose names appear on the official chapter roster on file with the Student Involvement office are eligible to actively recruit during Recruitment.
- H. Any chapter member holding inactive status, where a woman is not included on the chapter roster, shall not participate in Fall Recruitment as an active member. Inactive members are treated as alumnae and must follow alumnae rules in regards to Membership Recruitment.
- I. Alumni, Headquarters Staff, and visiting members of other chapters may be in attendance at recruitment events.
 - a. They may not have communication with any potential new member at any time.
 - b. They may help serve and remove refreshments.
- J. Men are prohibited in or near the Recruitment event rooms beginning an hour prior to the events.
- K. Men are prohibited from participating in any recruitment events and Bid Day activities.
- L. All potential members must attend at least one chapter recruitment event for all NPC groups in order to be invited to a preference event.
- M. A potential new member must attend all Preference events she is invited to unless absences are requested and approved prior to the recruitment process beginning. Failure to do so may result in the potential new member being removed from recruitment.
- N. All chapter events prior to preference events are open to all eligible women on campus.
- O. Rho Gamma and Panhellenic Executive Board Members may not be identified in Recruitment paraphernalia (i.e. Slide shows, composites, scrapbooks, videos, etc.). Pictures of the Rho Gammas and Panhellenic Executive Board Members must be covered or removed from the event room by the chapters.
- P. All items (excluding attendance, invite, and bid lists) requested by the Panhellenic Advisor that are not turned in by an established deadline will incur a fine of \$25 per business day passed the deadline that the items are late.
- Q. The Recruitment event schedule shall be as followed:
 - a. Round One of Formal Recruitment
 - i. The first round will be defined as "sisterhood."
 - ii. Each chapter may have a slideshow or video.
 - iii. Each chapter may have not more than two trifolds and brag tables.
 - iv. Each chapter will be permitted to serve only water (bottled or in cups) with only one garnishment.
 - b. Round Two of Formal Recruitment
 - i. The second round of events will be defined as "philanthropy."
 - ii. Each chapter may have a craft, but the craft but not leave with the potential new member.
 - iii. Each chapter may have a slideshow or video.
 - iv. Each chapter may have not more than two trifolds and brag tables.

- v. Each chapter will be permitted to serve only water (bottled or in cups) with only one garnishment.
- c. Round Three of Formal Recruitment
 - i. The third and final round of recruitment will be defined as “preference.”
 - ii. Each chapter may have one beverage and one dessert item.
 - iii. No brag tables or trifolds will be permitted.

Article XI. Budget and Inventory

- A. Each chapter may determine its own membership recruitment budget according to its needs, but may not exceed \$1,000.00.
- B. An accurate expense report with receipts must be turned into the Panhellenic Executive Council no later than two weeks following the conclusion of Formal Membership Recruitment. Penalty for tardiness is \$25 per day. If a chapter exceeds the recruitment budget, the chapter’s recruitment budget will be reduced by that amount the following year.

Article XII. Invitations, Bids, Quota, Total

- A. No woman shall be asked to join a chapter during any school recess.
- B. The chapter may not change invitations or bid lists once they have been submitted to the Panhellenic Advisor.
- C. All women who attend a chapter’s preference event must be on their bid list.
- D. All event attendance lists are due by 11 am following the event. Penalties for tardiness of attendance lists will be assessed by a fine of \$40 for the first 1-29 minutes the list is late. At 30 minutes the fine will increase to \$80, for every 30 minutes after that \$40 will be added to the fine.
- E. Preference invitation lists are due by 8 am the day of preference events. Penalties for tardiness of attendance list will be assessed by a fine of \$40 for the first 1-29 minutes the list is late. At 30 minutes the fine will increase to \$80, for every 30 minutes after that \$40 will be added to the fine.
- F. The Panhellenic Council will provide envelopes for invitations and bids.
- G. Refusal to accept a bid extended by a group that a potential new member has preferenced on her Membership Recruitment Acceptance Agreement, makes the potential new member ineligible to join any other NPC chapter on campus for one calendar year.
- H. During Continuous Open Bidding, a binding agreement card (membership card) must be completed and returned to the Panhellenic Advisor within 24 hours after the potential member accepts the invitation to membership.
- I. Quota will not be set until Preference occurs.
- J. Total, the allowable chapter size, will be set following the formal recruitment time.

Article XIII. Infractions

- A. The most current policies, from *The National Panhellenic Conference*, on handling infractions of rules will governs all recruitment infractions for membership recruitment.